

**ASSISTANT CHIEF OF MAINTENANCE
STUDY GUIDE**

A written examination for the class of **ASSISTANT CHIEF OF MAINTENANCE** to be administered in **BOSSIER CITY** on **JULY 9, 2009**, will consist of approximately 100 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
ENGINE MECHANICS Knowledge of gasoline and diesel engines sufficient to perform diagnosis of mechanical problems and to perform maintenance and repairs.	7.0%
FUEL SYSTEMS Knowledge of fuel systems sufficient to perform maintenance, repairs or adjustments to the systems when needed.	5.0%
ELECTRICAL SYSTEMS Knowledge of electrical systems sufficient to perform maintenance and repairs when needed.	5.0%
COOLING AND LUBRICATION SYSTEMS Knowledge of cooling and lubricating systems sufficient to perform maintenance and repairs when needed.	7.0%
DRIVE TRAIN SYSTEMS Knowledge of drive train systems sufficient to perform maintenance, repairs or adjustments to the systems when needed.	5.0%
SUSPENSION AND BRAKE SYSTEMS Knowledge of suspension and brake systems sufficient to perform maintenance, make repairs, or adjust the systems when needed.	8.0%
GENERAL AUTOMOTIVE MAINTENANCE, REPAIRS, INSTRUMENTS AND TOOLS Knowledge of general automotive equipment sufficient to troubleshoot, diagnose and repair malfunctioning components, including the use and care of instruments and tools.	12.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
INSPECTION, MAINTENANCE & REPAIR OF PORTABLE EQUIPMENT Knowledge of portable equipment, tools, and accessories commonly carried on fire apparatus sufficient to inspect and perform maintenance and repairs including nozzles and nozzle assemblies, and fire apparatus fixtures such rotary gear, pumps, water towers, and aerial ladders.	7.0%
MANAGING EQUIPMENT/PROPERTY/SUPPLIES Knowledge of the management and maintenance of equipment, property, and supplies, including inventory control, and verifying that equipment is tested and meets applicable standards.	5.0%
RECORDS AND REPORTS Knowledge of effective records-keeping practices, including preparation, content and format; and knowledge of effective report preparation procedures, including the organization of data into an effective written format for reports.	7.0%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, and to resolve conflicts.	20.0%
AUTOMOTIVE MAINTENANCE SERVICE MANAGEMENT Knowledge of the principles of effective automotive maintenance service management in order to perform required duties; evaluate division operations; train subordinates; and knowledge of effective public relations practices which foster a positive public image of the department through contact with the public.	12.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

MODERN AUTOMOTIVE TECHNOLOGY, James E. Duffy, The Goodheart-Willcox Co., Inc., 2004.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.